

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF AUGUST 16, 2022 MEETING OF THE BOARD OF DIRECTORS**

**1. Call to Order/Roll Call.**

The teleconference meeting of the Rolling Hills CSD held on August 16, 2022, was called to order at 7:03 pm by Vice President Brenda Collette in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newsom’s Emergency Declaration related to COVID-19, and Assembly Bill 361, that allows attendance by Board Members, staff, and the public by teleconference. In addition to Vice President Collette, Directors Mark Magee, Ed McGowan, and Gordon Fawkes, and Board Clerk Linda Stone were present at roll call. Director Matt Sites was absent. Two members of the public were also present.

**2. Public Comment (Items not on the agenda). None.**

**3. Monthly Reports**

**a. Report Regarding General Manager Duties.** The Clerk prepared a list for discussion of activities falling under the General Manager duties. Discussion of the items is reflected on the report attached to these Minutes.

**b.** The Long-Range Funding Ad Hoc committee did not meet.

**4. Consent Items.**

4.a. The consent item consisting of the Minutes of the regular Board of Directors meeting held on July 19, 2022, were considered. Director Gordon Fawkes noted one spelling correction and one typo in the minutes for correction. With those changes, Director Fawkes made a motion to approve and file the minutes; second by Director Brenda Collette. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

Consent items 4.b. and 4.c. were considered including the monthly financial reports prepared by the Auditor Controller’s office for the period ending July 31, 2022, and correspondence including the Umpqua Bank statement for July 2022, El Dorado County Auditor’s Office, Property Tax Division, letter confirming successful processing of the submitted direct charge levies for the 2022/23 secured tax roll, and Quarterly Tax Reports for the second quarter of 2022 prepared by the Auditor’s Office. Director Fawkes made a motion to approve and file the items; second by Director Brenda Collette. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

**5. Old Business**

**5.a. Public Hearing – Open Public Hearing Regarding Approval and Adoption of Final Budget for Fiscal Year 2022-2023.** Vice President Brenda Collette opened the public hearing for this item. She asked if there was any public comment. Public comment was given by resident Adam Olson. He is a firm believer that the District should adopt a budget that operates within its revenue constraints because to do otherwise is not sustainable long-term for the District. The Board discussed the options utilizing its budget spreadsheet which sets forth various scenarios based on available cashflow. The Board fully

discussed the budget numbers set forth in column J of the working spreadsheet, which included only essential expenditures to which the District is contractually bound and other lawful expenses of the Board. It includes no use of reserve funds and only revenue expected from the property taxes and special assessment. The budget includes an excess of \$14,082 for contingency expenses throughout the fiscal year. Director Collette closed the public hearing. The Board further discussed this budget approach. Thereafter, Director Brenda Collette made a motion to approve Resolution 22-14 for the final budget for fiscal year 2022-2023 in the total amount of \$183,304. The motion was seconded by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and McGowan

NOES: Magee

ABSENT: Sites

ABSTAIN: None

Adam Olson suggested that the Board conduct a mid-fiscal year review in January 2023. The Board agreed that is a good idea and will do so. The Board also requested that a future agenda include discussion of the need for a policy to address situations where emergency situations arise needing authority for approval of funds.

#### **5.b. Speed Bumps Installed in Springfield Meadows without District Knowledge or Approval.**

Following the Board's action in July to notify the EDH Fire Department regarding the speed measures installed by a District resident without the Board's knowledge or approval, the letter was dispatched to EDH Fire. The Fire Department met with the resident and issued him a letter directing that the speed measures be removed. Director Ed McGowan made a motion that the District dispatch a letter to the resident advising that in light of the Fire Department's direction to remove the speed measures, he must do so within 30 days of receipt of the letter, or provide evidence to the District that the Fire Department has either approved the measures or reached an alternative solution. Director Gordon Fawkes seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

Director Gordon Fawkes has authority for the Board to sign the letter to the resident.

Further, as an alternative to the speed bumps, the resident proposed the addition of striping and the word "slow" painted on the street as a measure to deter speeding. All of the Board members present unanimously agreed that adding striping and the word "slow" would be beneficial. The Board will continue to monitor the situation as the installation of the speed measures is an encroachment on District property.

**5.c. Fire Mitigation Perimeter Scraping.** The Board considered whether to approve an additional fire mitigation measure to scrap of the perimeter of the District's open space areas at a cost of \$3,934. Director Gordon Fawkes said he walked the property and recommended against the additional measure. Director Fawkes made a motion to forego the perimeter scraping again in 2022; second by Director Mark Magee. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, Magee and McGowan

NOES: None

ABSENT: Sites

ABSTAIN: None

**5.d. Sidewalk Issues on White Rock Road near Bailey Circle.** The Clerk reported she obtained a bid for the concrete scope of work for removal and replacement of a sidewalk section and grinding of other designated areas. The bid came in higher than anticipated for this work. Director Mark Magee said he has been talking with the District's landscape provider who can also do concrete work. He will follow-up and work on negotiating a reasonable price. Director Gordon Fawkes made a motion to approve expenditure of funds of not-to-exceed \$999 from the approved budget to remove the hazard in the marked locations and that the work shall be completed within two weeks; second by Director Brenda Collette. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, Magee and McGowan

NOES: None

ABSENT: Sites

ABSTAIN: None

**5.e. Summerfield Wetlands and Culvert Maintenance.** The Board further discussed the issues of maintenance to the Summerfield wetlands area and culvert maintenance. In light of the updated proposal received based on the revised scope of work for cleanup of five storm culvert locations with five feet of clearance around each outlet in the amount of \$1,925, Director Gordon Fawkes made a motion to approve the work at the cost of \$1,925; second by Director Ed McGowan. The Board discussed the motion and work and had differing opinions of whether this expenditure of funds would make a difference in the condition or not. The Clerk took a roll call vote; motion failed as follows:

AYES: Fawkes and McGowan

NOES: Collette and Magee

ABSENT: Sites

ABSTAIN: None

Follow up comments included the fact the District's lean budget forces the consideration of how likely a risk is to occur when deciding whether to defer work into the future.

**5.f. Encroachment Issue 5047 Winterfield – Installation of Stairs at Rear of Property.** Due to time constraints, this item was continued to the next regular meeting of the Board.

## **6. New Business**

**a. Biennial Review of Conflict of Interest Code for 2022.** The District's Conflict of Interest Code was last updated in 2018. As required by the Political Reform Act, the Board shall review the Code to determine whether an amendment to the Code is necessary. Given that the current code is not more than five years old and there have been no substantial change to the district's organizational structure, no positions have been eliminated or re-named, no new positions have been added, and no substantial changes in duties or responsibilities for any positions since the Code was last adopted. Director Brenda Collette made a motion to approve the Conflict of Interest Code for 2022 with no amendment necessary and authorizing the Clerk to submit the required form to the El Dorado County Elections Department. The motion was seconded by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, Magee and McGowan

NOES: None

ABSENT: Sites

ABSTAIN: None

**6.b. Remote Teleconference Meetings of the Board for the 30-Day Period August 17, 2022 through September 15, 2022 per AB 361.** Director Mark Magee made a motion to adopt Resolution 22-15 proclaiming a local emergency persists, re-ratifying the proclamation of a State of Emergency by

Governor Gavin Newson, and re-authorizing remote teleconference meetings of the board of Directors of the Rolling Hills Community Services District during the period August 17, 2022 through September 15, 2022; second by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, Magee and McGowan

NOES: None

ABSENT: Sites

ABSTAIN: None

A special meeting will be scheduled for September 13, 2022, to consider further extending the remote teleconference meetings since the next regular meeting is scheduled for September 20, 2022.

**6.c. Volunteer Efforts in Springfield Meadows to Help Maintain the Entrance Landscaped Area with Seasonal Plantings.** The Board appreciated the resident's offer to help maintain the landscaped entrance area to Springfield Meadows on a volunteer basis by planting seasonal flowers or plantings to enhance the property without additional cost to the District. Conditioned upon the resident signing and delivering to the District the Volunteer Form, Director Brenda Collette made a motion to approve the volunteer efforts for enhancement of the Springfield Meadows entrance area; second by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, Magee and McGowan

NOES: None

ABSENT: Sites

ABSTAIN: None

**6.d. Request for Proposal for Springfield Meadows Road Maintenance.** The Board considered the scope of work and timing for possible issuance of a Request for Proposals for road maintenance and/or repairs in Springfield Meadows. The roads in Springfield Meadows were last resealed in 2012. In light of the budget adopted for FY23, the Board member present unanimously agreed to defer consideration of this maintenance until the next budget year.

**7. Adjournment.** Upon motion and second, the meeting was adjourned at 9:05 pm.

Submitted by:

/s/

Linda Stone, Board Clerk/Secretary

Approved by Board: October 18, 2022

## August 16, 2022 Discussion of Activities Falling Under General Manager Report

In light of the recruitment to fill the now vacant General Manager position, the Board has delegated various of the General Manager duties to Board Members and staff. The following activities and information will be discussed at the August 16, 2022 meeting: [The green additions note activity during the August 16<sup>th</sup> meeting.](#)

1. Direct Charge Assessment. The Clerk successfully completed submission of the paperwork for the direct charge levies on the 2022/23 secured tax roll in the amount of \$200 per parcel on August 3, 2022. It was a learning experience and talking with County staff, the Clerk recommends that the process be documented for the District for this critical task. [Noted.](#)
2. November Election – Two Board Seats up for Election. The Elections Department advised that as of the August 12th deadline, no one had submitted paperwork declaring candidacy for the two seats up for election currently held by Matt Sites and Ed McGowan. **The DEADLINE HAS BEEN EXTENDED TO AUGUST 17, 2022.** (See attached additional information). [Noted.](#)
3. Folsom Heights Development Project and EVA Road – The board has no new information on this project. Board member Brenda Collette reported that she observed work being done on Stonebriar Drive across from the houses with the private road behind and said she will try to find out about this. [Resident Ellen Post advised the Board that she met with the developer representative last week noting that the orange fence is much closer than she thought it would be. She also said Price Walker of Elliott Homes told her that the EVA road s not needed any longer. The Board thought this is interesting information. Elliott wasn't sure who they should contact from the District since Matt Sites is no longer participating. Brenda Collette said they can use her as the contact. The Board thanked Ellen for staying apprised of this project.](#)
4. Sidewalk Issues – Replacement of section(s) and grinding down of other areas. On August 12, 2022 the Clerk sent a request to two vendors in the El Dorado Hills area who appear skilled to perform this work. Director Mark Magee is meeting with a vendor on August 15, and has already received a bid from another. He third vendor declined to bid if the work is less than \$10,000. [This item was discussed under the Agenda.](#)
5. Resident Reported Streetlight Issue in Springfield Meadows. On August 11, 2022, a resident reported a streetlight is staying on 24/7 on Manchester. It appears to be a faulty photocell. On August 12, 2022, the Clerk contacted the electrician who routinely provides this maintenance. A technician will be out for the repair on August 30. She has checked and this is a different streetlight than two others that had this same issue in 2021 so it is not under warranty. Last year the cost of the photocell maintenance was approximately \$175 per occurrence. [Noted.](#)
6. Resident Reservation Request for use of Stonebriar Park on August 13, 2022. Director Mark Magee handled a resident's request for use of Stonebriar Park, reviewing the application, obtaining documentation confirming the insurance coverage naming the District as an additional insured, and coordinating the effort on that date. [Noted.](#)

7. Save Our Sign Committee Further Volunteer Efforts to make repairs to Monument Sign. Since the last meeting, Director Collette was advised of repairs needed to the Monument sign. Director Mark Magee met the volunteers on August 3rd to assist. **Mark and Brenda reported that the Save Our Sign Committee still has funds available to make the repairs. They are also ordering two additional signs as spares; all signs are the same. For the repair, they are going to use an "L" bracket around the sign and triple bolted to a post, to deter vandalism.**
8. Missing Sign at Berkshire Park. Two Board members reported that a sign is down at the south west corner of Berkshire Park. Director Ed McGowan secured the sign and reported that the wood post has rotted and needs to be replaced. He offered to perform the replacement. Director Fawkes offered to assist. (Photo attached) **Noted.**
9. White Rock Road Work - Digging Holes and Disruption of Traffic. Director Gordon Fawkes advised that he learned from workers on site that maintenance is being done on the PG&E gas line which runs along White Rock Road. **Noted.**
10. Flyer for GM Recruitment within the District. The Clerk prepared a flyer for distribution within the District as requested by the Board in July. (Copy attached)
11. Any Issues with Landscapers? **Mark reported water usage will be cut down by 25% at the main parks to comply with water rationing directives of EID.**
  - Additional Tree Trimming Needed to Maintain Road Clearances? Is there any follow up needed? (Gordon Fawkes) **This issue has not been discussed with the landscapers yet.**

Other Resident Requests or Issues **Still Pending:**

- Consideration of Installation of Doggie Bag Station and Trash Can on White Rock Road near Bailey Circle – for future discussion. **For next month.**